

Report for Week Ending 8 May 1957  
from  
PROJECTS STAFF

1. Contributions

- 25X1 a. Conducted a 2 $\frac{1}{2}$  hour follow-up discussion on the Agency filing system for four of the six persons who attended the previous seminar. Conducted the second seminar for another group of four persons. A follow-up discussion period is scheduled this Friday. [ ]
- b. Completed installation of the Agency filing system in the Guided Missiles Division, OSI. [ ] 25X1
- c. Completed evaluations of the following Employee Suggestions:
- (1) 3019 - Disapproved modifying obsolete pen holders for use with pens presently issued as stock items. [ ] 25X1
- (2) 2856 - Approved the use of a form dispatch in SE Division to request information for CI Staff clearances. Recommended that suggestion be evaluated for possible adoption throughout DD/P. [ ] 25X1

2. Assignments Active

- 25X1 a. Requisition Review - Reviewed and approved four requisitions for filing equipment covering 21 five drawer cabinets for the VM repository, 43 units (14 compartments each) of 5"x8" card cabinets for stock, and one four drawer safe cabinet for DD/P. [ ]
- 25X1 b. OS Shelf Filing - Reviewed floor loading with the CIA Safety Officer who concurred in proposal. Refining of floor plan is continuing [ ] 25X1
- c. Installation of Filing System, OSI Progress is continuing in the Fundamental Sciences Division and Geophysics Branch. [ ] ✓
- 25X1 d. Revised Correspondence Assembly Reference Tab. - Questionnaire being developed to solicit opinions from Administrative Officers in major Operating Offices. [ ]

3. News

- a. Verbal permission has been received from OCR/BR and Logistics for the destruction of five series of IBM cards presently in the repository. [ ] 25X1

c. Seven members of the Records Management Staff attended the last O&M Luncheon lecture on Management Analysis.

d. The following members of the Projects Staff attended the seminar on the Agency filing system: [ ]

25X1  
25X1

Report for Week Ending 8 May 1957  
from  
RECORDS DISPOSITION BRANCH

Assignments:

Project 60-40 - Office of Central Reference [ ]  
Schedules are being coordinated with components of OCR. As of this date 285 items out of a total of 491 appearing on the Records Control Schedule have been approved and signatures of Division and Branch chiefs obtained. Project is 78% complete.

25X1

Project 6-81 - Office of Logistics [ ]  
No change from previous report. Project is 99% complete.

25X1

Project 6-88 - Office of Logistics [ ]  
No change from previous report. Project is 70% complete.

25X1

Project 6-90 - Commercial Staff [ ]  
No change from previous report. Project is 25% complete.

25X1

Office of Comptroller [ ]  
Records Control Schedule was returned by the Area Records Officer with a few changes made as suggested by the Records Disposition Staff. The Schedule is being reviewed and an attempt will be made to coordinate other changes that should be made in the disposition instructions as presented by the Records Officer/Comptroller.

25X1

News

General Counsel has requested an amendment to disposition instructions on an item on their schedule.

25X1

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Report For Week Ending 7 May 1957  
From  
Records Center

During this week the following accessions were made:

OL	6 Cu. Ft.
OCR	31 " "
COMPT	3 " "
PERS	3 " "
ORR	1 " "
OTR	2 " "
MS	2 " "
Sub-Total:	48 Cu. Ft.
Finished Intelligence	74 " "
Total:	122 Cu. Ft.

V M Material	633 Cu. Ft.
Records Holdings	22,078 " "
Distribution Material Holdings	10,281 " "
Total:	32,992 Cu. Ft.

Distribution Material Disposed of at Center	124 Cu. Ft.
Distribution Material Transferred from Center	108 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	1 " "
Total:	233 Cu. Ft.

### Reference

The inventorying, reboxing and disposing of ORR Intelligence, in accordance with their finished intelligence control schedule, has been completed. As a result of this project 306 cubic feet of shelf space was released.



Chief, Records Center

25X1

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,159	9,751	11,910
DD/P	2,149	6,581	8,730
DD/S	553	7,307	7,860
DD/S (Compt/Grilled Area)	335	145	480
DD/I	359	6,451	6,810
DD/I (Grilled Area)	1,634	2,146	3,780
DCI	37	23	60
Map Negative	<u>645</u>	<u>945</u>	<u>1,590</u>
TOTAL:	7,871	33,349	41,220

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Report for Week Ending 8 May 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed twenty two actions requiring the printing of 220,050 copies or sets of blank forms. This represents an increase of 10% in the number of actions and an increase of 98,450 copies compared with last week.
- (2) Seven new and four revised forms were approved. One form was made obsolete and one form was redesignated.
- (3) Through the development of a small label for Dictaphone belt cards for FBID, have been able to eliminate the purchase of 500,000 cards during the next four years. The estimated cost of the cards is 3 cents each or a total saving of \$15,000 for the four year period. This amounts to an annual savings of \$3750.00.

b. Intangible

- (1) Evaluated five Employee Suggestions

2. Assignments:

a. Active

- |      |   |      |
|------|---|------|
|      | (1) Working Group on Document Security Indications. [ ]   | 25X1 |
| 25X1 | (2) Working Group consider adoption of a Common Information Report Format [ ]                             |      |
|      | (3) Survey of Copy Requirements for Travel Order Form [ ]   | 25X1 |
| 25X1 | (4) Form 30 Revision [ ]  |      |
| 25X1 | (5) Forms Indexes [ ]   |      |
|      | (6) Forms Management Handbook [ ]   | 25X1 |
|      | (7) Survey of Agency needs for Request for Travel Order Form [ ]  | 25X1 |
|      | (8) Survey of Forms in old numbering series [ ]   | 25X1 |
|      | (9) Biographic Data Form for Joint Security - OO/C use [ ]  | 25X1 |
|      | (10) Investigation of complaints on bad NCR paper in Mail Control Form [ ]                                |      |
|      | (11) Development of pattern or guide paragraph for specification writing specialty-type forms [ ]         | 25X1 |
|      | (12) Revision of Ditto Cable Forms ( [ ] )  | 25X1 |
|      | (13) Agency Chain Envelopes [ ]   | 25X1 |
|      | (14) Standardization of a single Procurement Justification Form to replace 5 bootleg forms and memos. [ ] | 25X1 |
|      | (15) Revised Floor Plan for FMB [ ]   | 25X1 |
|      | (16) OJT - Forms Analysis and Design [ ]  | 25X1 |
|      | (17) OJT - Reprint Review and Analysis [ ]  | 25X1 |
|      | (18) Zipper and Suggestion # 2868 re use of Dual Offset Masters in lieu of present combination forms [ ]  | 25X1 |
|      | (19) Form 53 series procurment supply follow-up [ ]   | 25X1 |
|      | (20) Development of forms materials and ideas for County Fair exhibit [ ]                                 |      |

b. Inactive

- (1) Charting of Forms Handling Procedures
- (2) Forms Budget Needs.

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3. News:

530

(1) Partial shipment of Forms 53 and ~~53b~~ received and tested. 53 is OK but 53b had to be rejected because of improper construction (glueing in bottom stub between printed parts, negating erasure stub feature).

(2) During April, 31 new forms, 28 revisions and 62 reprints were approved. Procurement of 1,487,052 sheets or sets was authorized. 2 forms were redesignated and 4 were obsoleted. As of 1 May, 1904 approved forms were in use (1518 CIA Forms and 386 forms of other government agencies)

25X1

(3) [redacted] attended two 2½ hour Training Seminars on the subject of the "Agency's Subject Filing System".

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(4) [redacted] has completed the Training Course in "Basic Supervision" and [redacted] is presently continuing "Conference Leadership".

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